

## Applicant Skills & Experience Inventory Administrative Support/General Clerical

Applicant Name (please print): \_\_\_\_\_

<b><i>Skill/Experience</i></b>	<b><i>Yrs/Mos</i></b>	<b><i>Skill/Experience</i></b>	<b><i>Yrs/Mos</i></b>
Alpha-Numeric Filing		Accounting/Budget	
Typing – Words Per Minute		• Bookkeeping	
Business Letter Composition		• Payroll	
Taking/Writing Minutes		• Auditing	
Computer Data Entry		Public/School Library Experience:	
10-Key Calculator		• Circulation Desk	
Cashiering/Bank Teller		• Children's Programs	
Switchboard Oper/Dispatcher		Software Experience:	
Supply Clerk		• Microsoft Word	
Customer Service		• Excel	
Receptionist		• Access	
Reading/Using Maps		• PowerPoint	
		• Other Software	

<p><b>Work Schedule Preference:</b></p> <p><input type="checkbox"/> Full Time</p> <p><input type="checkbox"/> Part Time</p> <p><input type="checkbox"/> Other (Explain below)</p>	<p><b>Work Preference</b> – If you are interested in a specific type of work or work location, please specify below.</p>
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<b>Applicant Signature</b>	<b>Date</b>
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